![pcAmerica Retail and Restaurant Solutions logo]

Creating & Using Gift Cards in CRE

This documentation will show you how to create a gift card using the Cash Register Express software. You will also learn how to use them as a payment method, apply funds to them, check the balance of the cards and a report you can run to view information on the cards.

Before you read this, make sure that you have valid gift cards with a number assigned to each one.

Creating Gift Cards
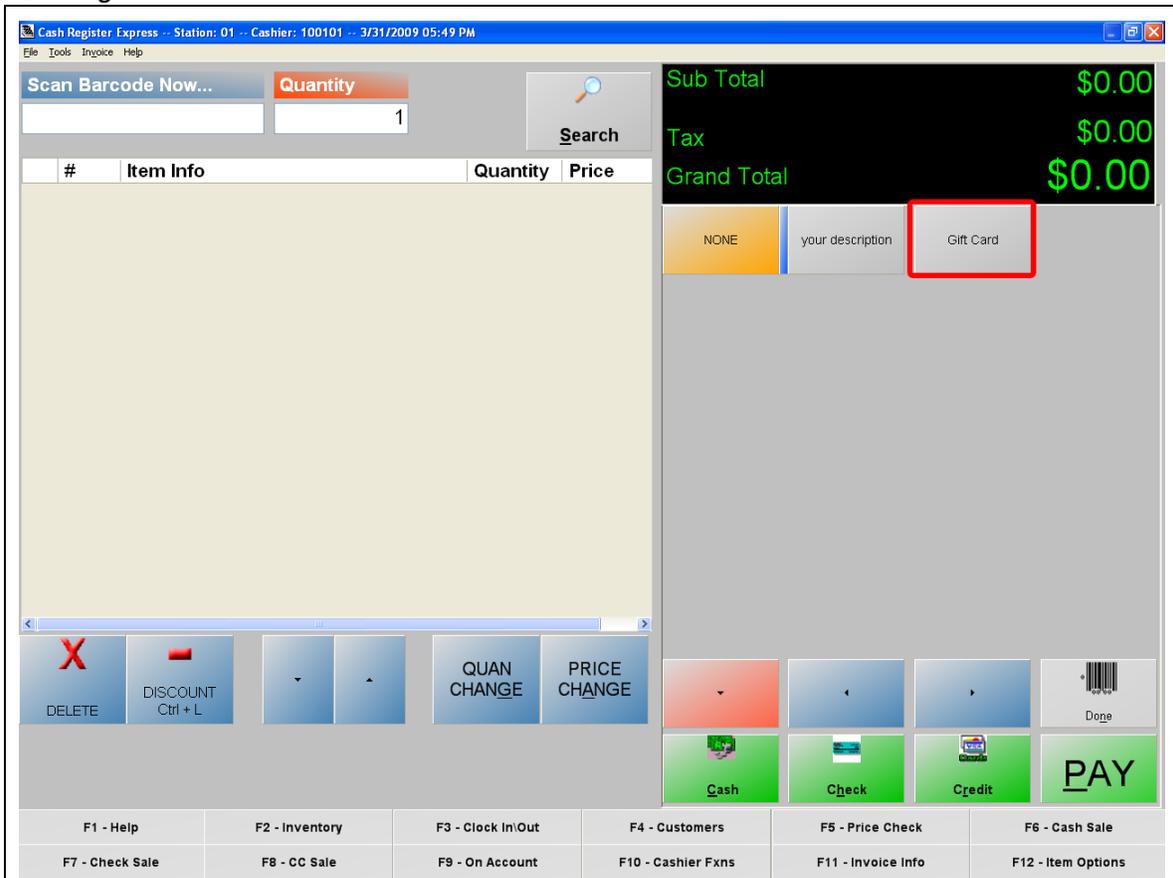
1. At the invoice screen navigate to the **NONE** department (select **TS Lookup** and select the button on the left that says **NONE**). Here you will find an item named **Gift Card**.
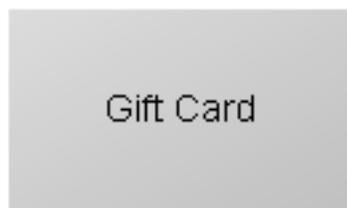
Gift Card	2. Select the **Gift Card** Button. Optionally you can either type in **gift_c** in the Scan Barcode Now field or hit Ctrl + g.
Create Gift Card Scan, swipe or type gift card ID OK Keyboard Cancel	3. It will say **scan, swipe or type gift card ID** into the field below. If you have programmable Gift Cards that you can swipe then the magnetic swipe reader will read the number off the card and will show the number displayed as asterisks.

Enter gift card amount:

50.00

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear   Cancel

OK

4. Once you enter the number or swipe your gift card then the window (pictured left) will appear.
5. On this screen, you will enter the amount you want to put on your gift card (e.g. $50.00).
6. Select **OK**.

7. The gift card will be shown on the invoice.
8. To activate the Gift Card so that it may be used as a type of payment (tender) select **PAY** and choose a payment method.

Congratulations you have created a Gift Card in CRE!
Next you will learn to use the created Gift Card as a payment method.

Paying with Gift Cards

1. On the **invoice screen** of Cash Register Express, (using the Gift Card example from the previous step) ring up a few items on the invoice that do **not** exceed $50.00. The Two items in this example are Ornament and Cookies with a grand total of $9.42.

2. Select the **Pay** button and choose **Gift Card.**
3. The window will appear that says **scan, swipe or type gift card ID.** Enter the correct number of the gift card or swipe your gift card through your magnetic swipe reader.
4. Select **Ok** and it should print a receipt displaying the **Gift Card number** and the **amount remaining** on the gift card.

You have just successfully completed a transaction using a Gift Card
Next you will learn how to check the gift card balance.

Checking the gift card balance

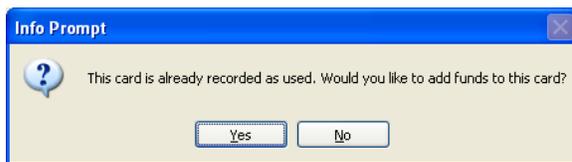|	
	1. To **check the balance** of a gift card that has been already sold, you first have to go to your **Options** screen as pictured left.
	2. Then select **Cashier (1)** and then **Check Gift Card Balance (J)**.
	3. The window will appear that says **scan, swipe or type gift card ID.** 4. Enter the gift certificate number or swipe your gift card in the field displayed.
	5. A box similar to this should display your balance as well as print a receipt.

Next you will learn how to apply funds to an existing Gift Card.

Adding Funds to a Gift Card

Adding funds to a Gift Card is very similar to creating one.

	1. At the invoice screen of CRE select the **Gift Card** button and swipe the already being used Gift Card number in the corresponding field.
	2. The screen pictured left should display. 3. Select **Yes**.
	4. Type in the amount that you would like to add to the gift card and select **OK**.
	5. Select **PAY** and select a payment method.

You have successfully added funds to an existing gift card

Gift Card Reporting

	There is a report you can run to display all of the open gift cards and their balances. 1. To print the **Gift Card balance report**, you first have to go to your **Options** screen as pictured left.
	2. Select **Administrative (5)** and then **Reporting (L)**.
	3. Under Category Sales scroll down until you see the **Gift Card Balances** report. You can either select **Display** to show the report on the screen or (provided you have a full size printer installed) select **Print** to print the report.